

INVITATION TO BID

REQUEST FOR BID DESCRIPTION: **PROCUREMENT OF ARMSCOR VIDEO CONFERENCE SOLUTION**

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EICT/2021/05

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am on 19 July 2021 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager: Supply Chain Management Department
Armscor SOC Ltd

Postal address: Armscor SOC Ltd
Private Bag X337
Pretoria
0001

Delivery address: Armscor Head Office
370 Nossob Street
Erasmuskloof Ext 4
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on aopts@armscor.co.za. Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 4 dated 14 February 2020 and the Rules of Procedure for Offerors (A-STD-0010) Issue 2 dated 21 April 2014, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BID AWARD RESULTS:

Result on bid awarding information is not sent to unsuccessful bidders. Particulars of successful bidders are also NOT published on the Armscor Acquisition Bulletin.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	☐	☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	☐	☐
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	☐	☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	☐	☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	☐	☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	☐	☐
7.	Designated sectors: Local production and content. (Where applicable)	☐	☐
8.	Originally certified copy of Identity Document for the Company representative	☐	☐
9.	Copy of latest audited financial statements	☐	☐
10.	Bid conditions acceptance form on KD17 (Mandatory)	☐	☐

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)

Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

If Joint Venture or Consortium, indicate the following:

Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

Declaration of Bidder's Past Supply Chain Management Practices

This Standard Bidding Document serves as a declaration to ensure that goods and services being procured are aligned with all reasonable steps are taken to combat the abuse of the supply chain management system. The bid of any bidder may be disregarded if that bidder or any of its directors have been involved in the abuse of public institution's supply chain management system

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
	If so, furnish particulars:		
2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
	If so, furnish particulars:		
3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
	If so, furnish particulars:		
4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
	If so, furnish particulars:		

CERTIFICATION

I, the undersigned (full name).....certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

BID CONDITIONS ACCEPTANCE FORM**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0010 Issue 2 dated 21 April 2014 and A-STD-0020 Issue 4 dated 14 February 2020 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 14 February 2020, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

 (no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration

Private Bag X337

PRETORIA

0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. Broad-Based Black Economic Empowerment Compliance:

- 5.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 5.2 Failure to comply with the **B-BBEE Mandatory and Compulsory requirements** as stated in the KD24 will lead to disqualification.

6. Advance payments:

Bidders shall furnish the price without advance payment. (Consult paragraph 8 of A-STD-0010).

7. Performance Guarantee:

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

8. Commissions:

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

9. Tax Compliance Requirements

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

- 9.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 9.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 9.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.
- 9.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

- 9.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

10. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.
The applicable points are:

Price: (Pp) 80 Points

Broad-Based Black Economic Empowerment: 20 Points

Total: 100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).
(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

$P_s = P_p$

Provided that $\sum (P_{pa}) = 80$

Where:

P_s	= points scored for bid/bid under consideration
P_p	= points scored for price
a	= allocated

The points scored for price (P_p) = $P_{pa} \times (1 - \frac{P_t - P_m}{P_m})$

Where: P_{pa} = points allocated for price

P_t = comparative price of bid/bid under consideration

P_m = comparative price of lowest acceptable bid/bid

11. Objective Criteria

- 11.1 A contract may be awarded to a bidder that did not score the highest points only in accordance with section 2 (1) (f) of the Act. If Armscor intends on applying objective criteria in terms of section 2(1) (f) of the Act, this will be stated in the bid document.

12. Mandatory local production and content for designated sectors

- 12.1 When applicable, bids not meeting the mandatory local production and content for designated sectors will not be considered for further evaluation.
- 12.2 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 12.3 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

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KD17

BID NUMBER: EICT/2021005

CLOSING AT 11:00 ON : 19 July 2021

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1.	Planning				
2.	Analysis				
3.	Design, Build & Test				
4.	Training & Evaluation				
5.	Go-live & Implementation				
6.	Project Monitoring And Evaluation				
7.	Maintenance & Support Cost - Year 1				
8.	Maintenance & Support Cost - Year 2				
9.	Maintenance & Support Cost - Year 3				
10.					
11.					
12.					
13.					
TOTAL (excluding VAT)					
VAT					
TOTAL (including VAT)					

1. Delivery address: Armcor Head Office, 370 Nossob street, Erasmusdoo, Pretoria.
2. * Period required for commencement of delivery, after receipt of order:
3. * Rate of delivery:
4. * Period required for completion of order, after receipt thereof:
* Must be completed by Bidder if not completed by Armcor.



ARMSCOR
Armaments Corporation of South Africa Ltd

**BID SPECIFICATION FOR THE
PROCUREMENT OF AN ARMSCOR VIDEO
CONFERENCING SOLUTION**

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FILE NO. : 2021-18-01-39
ISSUE : 1
DATE : 24 June 2021

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1. BID EVALUATION PROCESS

The evaluation criteria will be in line with the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations, 2017; Armscor's A-DOC-9046. Bids will be evaluated on a Six stage evaluation process. The bids will be evaluated on Mandatory Black Equity Ownership, Pre-qualification Criteria, Critical Criteria, Functional Criteria, Preference Point System and Objective Criteria.

The 6-stage approach for evaluation of Bids is as follows:

STAGE 1	Mandatory Black Equity Ownership
STAGE 2	Pre-qualification
STAGE 3	Critical Criteria
STAGE 4	Functional Criteria
STAGE 5	Preference Point System
STAGE 6	Objective Criteria

1.1 STAGE 1: Mandatory Black Equity Ownership Criteria

- No contract for goods or services shall be awarded to any Bidder unless such Bidder has Black Equity Ownership of at least 35% (1 April 2021 to 31 March 2022) as per the Defence Sector Codes as gazetted.
- The bidder shall submit valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit) without which the bid shall not be evaluated further.
- A bid that fails to meet the B-BBEE mandatory criteria stipulated in the bid documents is an unacceptable bid and will be disqualified.

1.2 STAGE 2: Pre-qualification Criteria

- In line with Regulation 4 of the PPPFA 2000 Regulations 2017, the bidder shall have a B-BBEE status level 1 and be an EME or QSE.
- The bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit) without which the bid shall not be evaluated further. If the bidder is a joint venture (JV) or a consortium, the bidder shall submit with the bid, a consolidated proof of B-BBEE status.
- A bid that fails to meet the pre-qualification criteria will be disqualified from further evaluation

1.3 STAGE 3: Critical Criteria Measurement

- Critical Criteria are those criteria that determine whether the bidder complies with certain crucial requirements to perform a task. Should the bid fail to comply with any

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one of the Critical Criteria the bid will be disqualified from further evaluation.

- b. Critical Criteria are listed in Appendix A of this RFB.

1.4 STAGE 4: Functional Criteria

Only bidders who achieve a minimum score of 75 points shall be evaluated further in terms of the Preference Point System. A score of 0 points in any of the functional criteria will result in disqualification from further evaluation. Functional Criteria are listed in Appendix B of this RFB.

1.5 STAGE 5: Preference Point System

The 80/20 Preference Point System is applicable for this RFB:

- Price: maximum 80 points
- B-BBEE: maximum 20 points

The points scored for price and B-BBEE are determined by the bid price and the B-BBEE points respectively. Points scored for price and B-BBEE are added together (maximum 100 points).

1.6 STAGE 6: Objective Criteria

In line with Regulation 11 of the PPPFA 2000 Regulations 2017, the contract may be awarded to a bidder that did not score the highest points only in accordance with section 2(1)(f) of the Act.

The bidder shall be an EME or QSE which is at least 51% owned by black people who are Women.

- a. In the event that there is more than one bidder complying with the Objective Criteria then Armscor will select the bidder who scores the highest points in terms of the Preference Point System..

2. SPECIAL CONDITIONS IN THE RFB

- a. The bidder shall provide a support centre during business hours that is designated to handle any incident and/or problem management issues that might arise during normal service operations.
- b. The bidder shall separate the Price Proposal from the rest of the Bid by submitting an envelope containing two sealed envelopes. The second envelope shall be clearly marked with the name of the bidder and titled "Price Proposal".

3. SECURITY

The employees of the bidder shall have South African citizenship (no employees or subcontractors with dual citizenship will be acceptable) and they must obtain and maintain the required level of security clearance, Personnel Evaluation Security Interview (PESI) through Armscor. If the staff or contractors of the bidder cannot obtain or retain the required

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security clearance, the bidder shall immediately remove the employees or subcontractors concerned from the premises. Armscor will have no liability towards the bidder, his employees or subcontractors and will compensate the bidder only for services provided up until the moment the bidder is notified of the security deviation. Armscor's division responsible for security clearances will handle all security clearances and the costs of the first clearances will be paid by Armscor. The clearance for this project is restricted. The bidder is responsible for the cost of the security clearances (PESI) of replacements. The cost for the clearance is not more than R22701.00. The bidder shall ensure that new appointments are in compliance with PESI standards issued by Armscor's Personnel Evaluation Division (APED) before the new appointees are allowed onto the Armscor premise. New appointments can only be made after confirmation with the Armscor's security division and APED. If confirmation is given, Armscor accepts no liability with respect to the outcome of the security clearance (PESI).

4. NON COMPULSORY BIDDER'S BRIEFING

ARMSCOR will hold a non compulsory bidders briefing session:

VENUE	ADDRESS	DATE	TIME
Armscor Head Office	Armscor Head Office 370 Nossob Street Erasmuskloof	08 July 2021	11h00 AM

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APPENDIX A

CRITICAL CRITERIA

CRITERIA NUMBER	CRITICAL CRITERIA REQUIREMENT	CRITICAL CRITERIA COMPLIANCE DOCUMENT TO BE SUBMITTED WITH THE BID
1	The bidder shall allocate resources that have minimum qualifications for each role set out in Appendix C	The Bidder shall submit with the Bid, copies of the required qualifications and certificates.
2	The Bidder shall fully comply with the requirements of the RFB. The requirements detailed in the BRS in Appendix D	The Bidder agrees to fully comply with the requirements as stipulated in the RFB. The Bidder shall complete and sign the bid conditions acceptance form on page 7 of the KD17 document and submit with the bid.

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APPENDIX B

FUNCTIONAL CRITERIA

Bidders who score less than 75 of the 100 points of the functionality points will be disqualified, and thus will not be evaluated further.

No	Functional Requirement	Compliance Evidence	Scoring	Weight
1	Project Lead/ Project Director:	Submit a CV confirming experience.	The bidder shall appoint a Project Lead with the following years of experience: a) 10 or more years experience (5) b) 8 to 9 years' experience (4) c) 5 to 7 years experience (3) d) 3 to 4 years' experience (2) e) 1 to 2 years experience (1) f) 0 -1 years' experience (0)	10
2	Technical Lead:	Submit a CV confirming experience.	The bidder shall appoint a Technical lead with the following years of experience: a) 10 or more years experience (5) b) 8 to 9 years' experience (4)	10

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No	Functional Requirement	Compliance Evidence	Scoring	Weight
			c) 5 to 7 years experience (3) d) 3 to 4 years' experience (2) e) 1 to 2 years experience (1) f) 0 to 1 years' experience (0)	
3	Security Specialist:	Submit a CV confirming experience.	The bidder shall appoint a Security Technical Lead with the following years of experience: a) 10 or more years experience (5) b) 8 to 9 years' experience (4) c) 5 to 7 years experience (3) d) 3 to 4 years' experience (2) e) 1 to 2 years experience (1) f) 0 to 1 years' experience (0)	20
4	Infrastructure Architect / Solutions Architect / Application Architect / Data and Information	Submit a CV confirming experience.	The bidder shall appoint an Architect specialists with the following years of experience: a) 5 or more years experience (5) b) 3 to 4 years' experience (4)	20

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No	Functional Requirement	Compliance Evidence	Scoring	Weight
	Architect:		c) 1 to 3 years experience (3) d) 0 to 1 years' experience (0)	
5	Application Developers / Software Engineers / Programmers:	Submit a CV confirming experience.	The bidder shall appoint an Application Developers with the following years of experience: a) 3 or more years experience (5) b) 1 to 2 years' experience (3) c) 0 to 1 years' experience (0)	20
6	Testers / Application Testers / Test Analysts / Performance Testers:	Submit a CV confirming experience.	The bidder shall appoint a Testers with the following years of experience: a) 3 or more years experience (5) b) 1 to 2 years' experience (3) c) 0 to 1 years' experience (0)	5
7	User Interface / User Experience (UI / UX) Designer / Graphic Designer:	Submit a CV confirming experience.	The bidder shall appoint resources with the following years of experience: a) 3 or more years experience (5) b) 1 to 2 years' experience (3)	5

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No	Functional Requirement	Compliance Evidence	Scoring	Weight
			c) 0 to 1 Years' experience (0)	
8	The bidder shall have comparative experience in the development of a Video Conferencing Solution	The bidder shall submit reference letter(s) from clients where the developed Video Conferencing Solution was installed	a) Two (2) or more reference letters from clients where the developed Video Conferencing Solution was installed (5) b) A reference letter from a client where developed Video Conferencing Solution was installed (3) c) Reference letter from a client not submitted (0)	10

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APPENDIX C

ROLES

Role	Minimum Qualification / Certification
Project Lead/ Project Director	MTech: Information Technology (IT) / Masters Commerce (MCom): Information Systems (IS) / Masters Electrical Engineering (Software Development) or equivalent NQF Level 9 qualification; Additionally, must have attended any Project Management course such: • Project Management Body of Knowledge (PMBOK). • PRINCE2, • Masters in Project Management (MPM)
Technical Lead	MTech: IT / MCom: IS / Masters Electrical Engineering (Software Development) or equivalent NQF level 9 qualification
Security Specialist	MTech: IT or equivalent NQF level 9 qualification; Certification in Information Systems Security Professional (CISSP); Security + any Cybersecurity certifications
Infrastructure Architect / Solutions Architect / Application Architect / Data and Information Architect	BTech: IT or equivalent NQF Level 7 qualification Advance Computer Networking, The Open Group Architecture Framework (TOGAF) 9 Certification
Application Developers / Software Engineers / Programmers	BTech: IT (Software Development) / BTech: Electrical Engineering / Bachelor of Science (BSc): Computer Science / BSc: IT or equivalent NQF Level 7 qualification
Testers / Application Testers / Test Analysts / Performance Testers	National Diploma (ND): IT or / ND: Electrical Engineering or equivalent NQF Level 6 qualification; Additionally, International Software Testing Qualifications Board (ISRQB) Certification
User Interface / User Experience (UI / UX) Designer / Graphic Designer	BTech: IT (Software Development) or equivalent NQF Level 7 qualification

APPENDIX D

BRS and CONCEPTUAL ARCHITECTURE

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ARMSCOR
Armamento Corporation of South Africa SOC Ltd

Business Requirements Specification for Arm Scor-Owned Video Conferencing Solution

**SUMMARY: THIS DOCUMENT OUTLINES THE BUSINESS REQUIREMENTS
SPECIFICATION FOR AN ARMSCOR-OWNED VIDEO CONFERENCING
SOLUTION**

DATE OF APPROVAL OF THIS ISSUE:



ARMSCOR
Armaments Corporation of South Africa SOC Ltd

APPROVAL PAGE


PREPARED BY: DR M MEELA
SENIOR MANAGER: ICT SOLUTIONS
ICT

2021/06/02
DATE


SUPPORTED AND
RECOMMENDED BY: G O RADEBE
EXECUTIVE MANAGER: ICT

2021/06/02
DATE


APPROVED BY: PROF. N MKHAZA
GROUP EXECUTIVE: R & D

2021/06/03
DATE


APPROVED BY: ADV. N MVAMBO
GROUP EXECUTIVE: CORPORATE SUPPORT

2021/06/04
DATE

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AMENDMENT HISTORY

Version	Date	Comments
V0.1	06 October 2020	Draft created
V0.2	01 December 2020	Updated with additional info received from R&D
V0.3	19 May 2021	Amendment of users
V0.4	31 May 2021	Inclusion of resource requirements

Definitions, Acronyms, and Abbreviations

Acronym/Definition	Explanation
DOD	Department of Defence
VC	Video Conferencing

1 Background

Arm Scor is currently undergoing a digital transformation journey, it is getting in line with new technological advancements taking place in the business world. With this journey towards digital transformation, a video conferencing (VC) solution has proven to be a need to ensure optimal productivity. This solution is essential for communicating with external clients and in the event of a virtual work environment.

Currently, there are two platforms that are being used to address this need, these include Jitsi and TrueConf. Jitsi, is a free and open-source software platform which allows voice calls, VC and instant messaging. It makes use of client-to-server encryption; communication is encrypted when it leaves the participant's device, then is decrypted on the server, processed and encrypted again before being sent to the next participant. Whilst, TrueConf is a sole proprietary VC solution that is mostly used at Arm Scor for VC meetings.

Although, TrueConf ensures safety and security of communication, the following are not catered for:

- The web based solution also does not allow the integration between Arm Scor's infrastructure, which includes the mail server and ColabSpace (SharePoint).
- There are other functional aspects of TrueConf that are not proving the solution to be effective.

Whilst Jitsi is a solution that can be configured to suit the needs of Arm Scor, it carries the following as limitations to it:

- This solution is an open-source solution, therefore support services to it are very limited.
- Anyone who gets a hold of the link to join a meeting that they are not invited to, can join that meeting. There is no user control management.
- Jitsi is also a cloud based platform, meaning that the security is controlled by Jitsi. This can be exploited should there be cyberattacks on Arm Scor using this platform.

With the reasons mentioned above Arm Scor therefore saw the need for an Arm Scor owned VC Solution which will guarantee that an end-to-end hardware encrypted solution is established. It will improve security and scalability within the organisation. As it will be in-house solution it should provide better encryption, thus reducing the possibilities of external exploitation of security vulnerabilities.

2 Purpose

The purpose of this document is to define the business requirements to be used in the development of an Arm Scor-Owned VC solution that will ensure security within the organisation.

3 Scope

The fundamental scope of these requirements is to enable the development of a VC solution for internal use and interaction with external clients.

3.1 Inclusions

The following will be included in the scope of this Business Requirements Specifications (BRS):

- a. The development of end-to-end in house VC solution that will integrate with Arm Scor's infrastructure.
- b. Procurement of hardware where required

3.2 Exclusions

There are no exclusions to this scope.

3.3 Dependencies and Constraints

The following dependencies and constraints will have an influence in the delivering of an in-house VC solution for Arm Scor:

- a. The current Arm Scor network layout,
- b. The expected time required to develop and deliver this solution;
- c. The internal capacity to develop the solution.

3.4 Assumptions

The successful delivery of the Arm Scor in-house VC solution is based on the following assumptions:

- a. The solution will connect to the mail server to send invitations and manage subscriptions;
- b. All registered users will be Arm Scor employees;
- c. Non-registered users will be external users (Arm Scor clients and other stakeholders);
- d. The solution will integrate with ColabSpace (SharePoint) to store meeting recordings.

4 Business Problem Overview

Currently, the organisation is making use of external solutions to conduct video conferences, namely Jitsi and TrueConf. Jitsi uses a client-to-server encryption. This

means that when participant 1 communicates in the VC meeting, Jitsi sends an encrypted transfer of information to its cloud based servers where it is decrypted and sent to the participant 2, encrypted as shown in figure 1 below. This solution allows for attendees to use different devices as illustrated, however only available to the organisation as a web based solution.

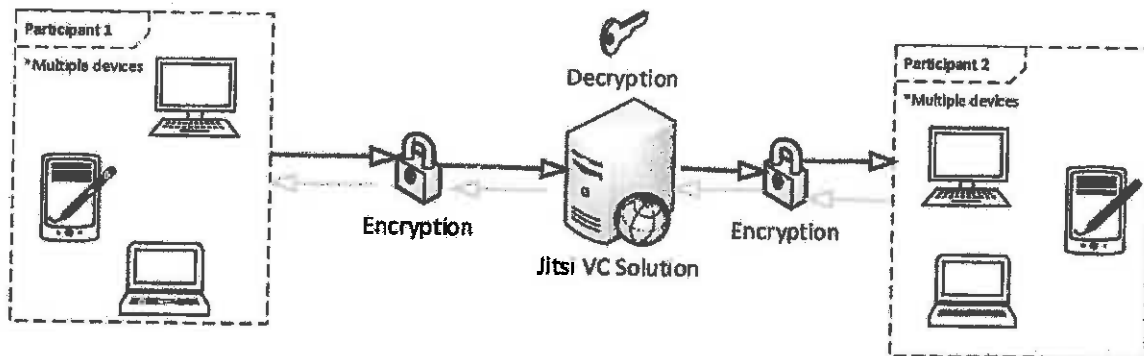


Figure 1: Jitsi Solution Architecture

TrueConf, is an on-premises solution, meaning that the information exchanged is only accessible by Armscor. This guarantees security unlike Jitsi's cloud based solution. The current TrueConf VC solution is a point-to-point VC tool, which means that all connected users can hear and see each other simultaneously. Moreover, the communication (information) is saved on TrueConf servers as shown in figure 2. TrueConf also caters for external users through the manual sharing of 'join meeting' link, this link can be shared with anyone.

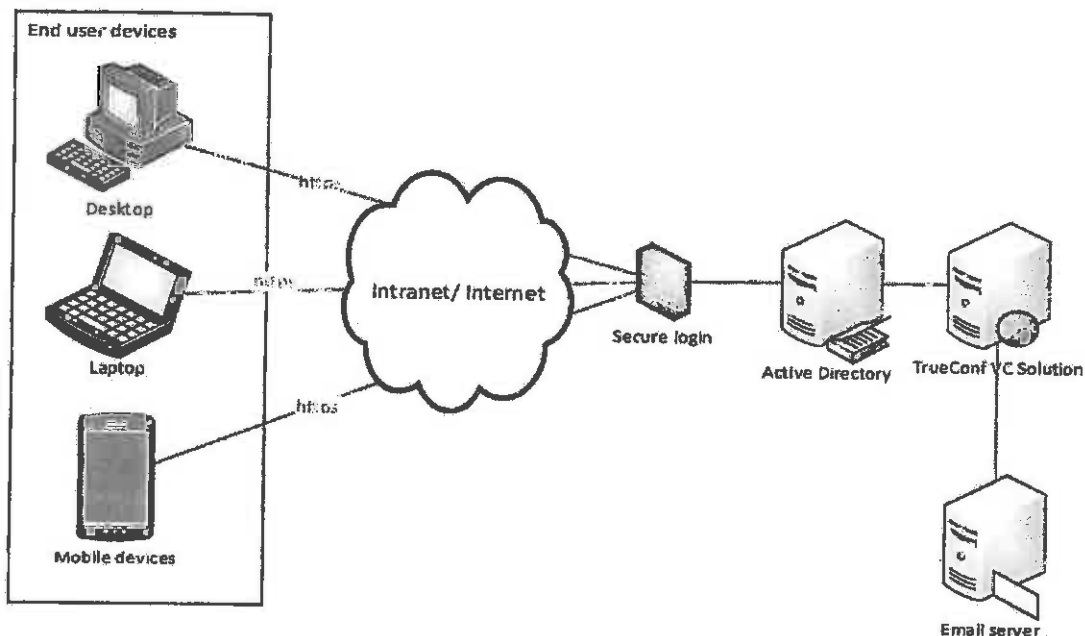


Figure 2: TrueConf Solution Architecture

4.1 Current Systems Limitations

These are current limitations to using TrueConf and Jitsi

TrueConf limitations	Jitsi limitations
Allows external users to join using unsecure link which can be shared with other unauthorized people.	All registered users can listen in private meetings, so long they have a link to the meeting.
When a meeting is scheduled, a link to the meeting must sent manually as it is when the attendee is an additional member, since it not integrated with mail server.	There is minimal support service available as it is an open-source software.
The solution is not available on any web server, to access it a different application may have to be downloaded.	Information is stored Jitsi cloud servers, the understanding is that any information shared can be accessed by Jitsi as shown in figure 1. This means that the safety and security of the video conference is managed externally. Security cannot be entirely guaranteed hence the development of Armscor owned VC solution.
The web based solution does not allow the sharing and downloading of files.	
The web based solution does not allow 'raise a hand' function.	
The solution also does not allow whiteboard discussions.	
Recordings saved from the meetings are available through the Admin to the host user.	

5 Business Requirements

With Armscor having the benefit of using two different VC solutions, it is important that the in-house VC solution meets the basic VC solution capability whilst ensuring that security is maintained. The table below lists the specific requirements that must satisfied by the solution:



No.	Requirements	Description
1.	Schedule/ Create a VC meeting	• The solution should be able to create audio-visual conferencing meetings, which also allows registered users to invite external users through a single meeting portal link. • The solution should be able to schedule meetings and dial up the attendees when it is time for the meeting. • When scheduling a meeting, there should be a title, description and pre-generated welcoming message. • The solution should simultaneously accommodate multiples sessions and at 1000 users and the connectivity should be stable. • Host user to have the ability to invite participant(s) to a meeting that has already started. • Users should be able to browse through and join public meeting • When the time allocated for the meeting has elapsed, then the host user should be alerted to either end or extend the meeting.
2.	Allow users to exchange information	• The solution should allow all users to share their screens, applications, files and be able to collaborate using a whiteboard. • The solution must enable the sending of text messages (instant messaging) privately or publicly, during the meeting and outside a meeting. This ought to come with notifications for direct or general chats. • It should allow users to create workspaces during a meeting and after a meeting.

3.	Ability for host user to enable/disable the audio visuals of the conference	Host user and attendees can either enable/disable video and audio usage during the meeting.
4.	Ability for host user to give participant 'host rights'	- The solution should be able to allow admins or host users to give 'host rights' to attendees. - Host users should be able to view other participants' profiles. Users should be able to view, edit their profiles.
5.	Allow omni-channel properties	- The client version of it must only be accessible to Armscor employees and its clients. - The solution must be available on either browser or as an application for easy user access. The solution must be the same throughout its channels.
6.	Ability to control user accessibility	- The solution must control who is eligible to join a meeting. - It should entail a guest waiting room approval function. - The solution should have "raise a hand" to request to speak. - The external attendees should not be able to schedule or adjourn meetings. - Users must be able to create polls for voting and approval purposes.
7.	Ability to register incidence call logs	The solution must have back-end call logs to respond to incidences and also perform forensics.
8.	Ability to integrate with Armscor's infrastructure	The solution should be able to seamlessly integrate with Armscor's infrastructure to ensure security. e.g. ColabSpace and mail servers.

6 Solution Overview

The diagram below is high level representation of the proposed in-house VC solution:

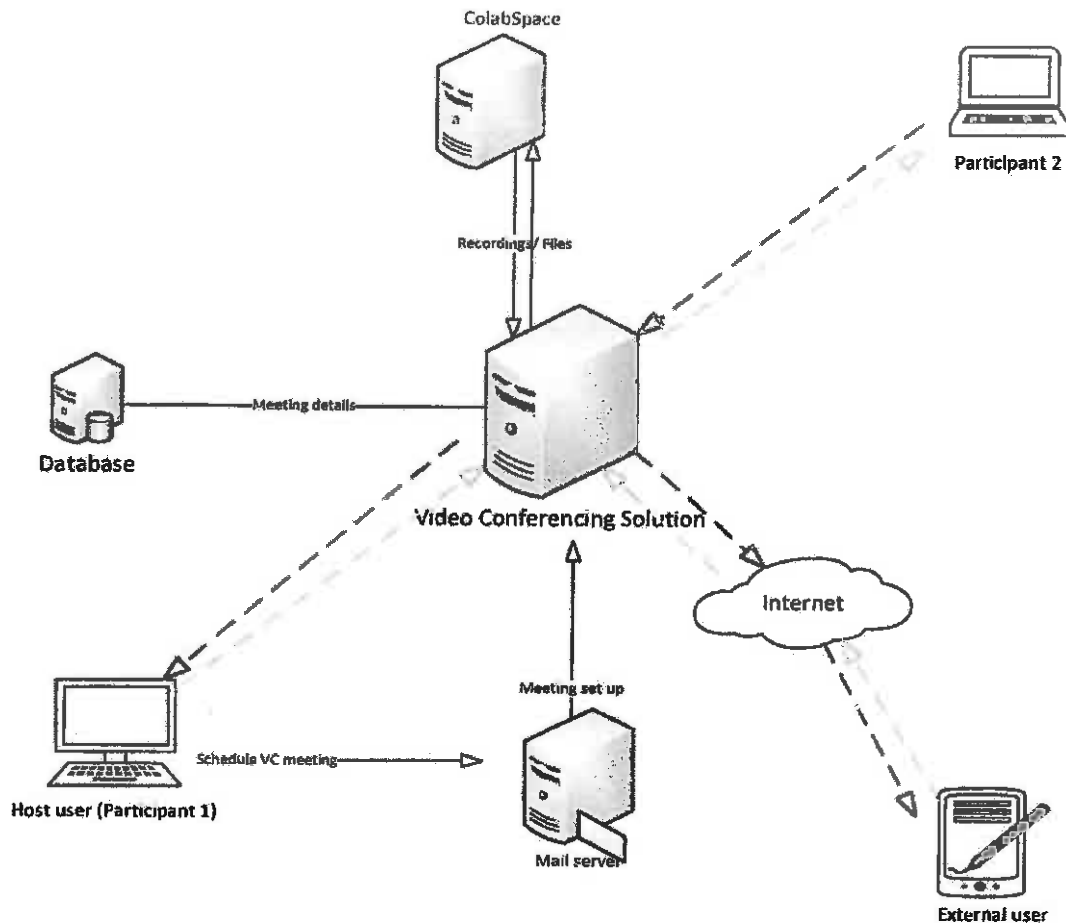


Figure 3: Armscor-Owned VC Solution

When a host user schedules a VC meeting through the mail server, the solution interacts with the mail server to book the attendees for that time this is reflected in an email. In that email, a 'join in' meeting link is attached with the dates, times, meeting password and duration of the meeting. The link however should be only accessed by the email account owner, meaning the link and the email go hand in hand to prevent listening in on private meetings. Should an external user be invited through the web based solution, the link to the meeting ought to be password protected.

When it is time for the meeting, the solution ought to dial in, those who accepted the meeting via their emails. During the meeting, the host user should be able to see, hear, and speak with other attendees and vice versa for the attendees. The solution will

allow the sharing of screens and files, recording of the meeting. In which the recordings will be stored on ColabSpace (SharePoint) as shown in figure 3.

Multiple users with different devices should be able to communicate with each other using the VC solution as shown in figure 3, including external users. The solution can either be an application or accessible on the browser, and should have the same features throughout the platforms. It should have an end-to-end encryption, meaning that communication will be encrypted from participant, for example, through the server and only decrypted when it gets to participant 2, not anywhere in between.

6.1 Solution Requirements

The solution should be an in-house solution which allows video conferencing abilities within Armscor and its clients. It should be user friendly, whilst reducing the possibility of any security exploitation. It will become a standard video conferencing solution within the organisation and accessible by means of authentication.

7 Security Requirements

The table below lists the specific security requirements that must be satisfied by the solution:

No.	Requirements	Description
1.	End-to-end encryption	Communication between the participants must be encrypted while in transit and then decrypted upon arrival. This can be done by adding network layers.
2.	Utilise the globally accepted encryption standards	To adhere to global standards, a minimum of 256 bit encryption is required to secure data creation. There must be a designated or chosen passphrase users. Each meeting itself should meet the standard password requirements.
3.	Allow application security updates	To prevent security breaches, security updates must be authorized.
4.	Ability to control user session	Any multiple failed attempts to sign-in, must be locked out. Verification of attendees for the particular meeting is essential. Admin ought to be able to block users, if necessary.
6.	On-premise deployment	To ensure suitable security measures, on-site hosting is required.
7.	Server security	Hardware crypto modules shall be required to be stored on-site.

8 Non Functional Requirements

8.1 Performance Requirements

The solution should be able to simultaneously cater for multiple sessions and 1500 concurrent users which must be able to conform to different qualities of video streaming for example, high definition (HD), 720 pixels (7200p).

8.2 Availability Requirements

The final product must be available to registered users. Anytime the system must be brought down users will be notified with the number of hours, in advance. If a problem occurs that brings down the system without warning, the users will be notified as soon as possible. Whenever availability is interrupted, a notice will be sent when the system is again available.

9 Training Requirements

The following training requirements should be satisfied:

- Training shall be provided for identified departmental/divisional representatives;
- Training documentation shall be provided.

10 Maintenance and Support

The following items constitute for the service agreement:

- It is imperative that a service provider for the required solution has a valid contact number that is available for third line support during business hours.
- Details of support response times.
- Details on standard hours, required turnaround time and after hours defined for customer service and support service.
- Support and Maintenance documentation.
Minimum service provided for maintenance (e.g. application upgrade).

11 Resource Requirements

The following are the typical roles required to execute the project and the required minimum competencies of each role.

Role	Minimum Qualification / Certification	Technical/ Business acumen	Years of experience
Project Lead/ Project Director	MTech: Information Technology (IT) / Masters Commerce (MCom): Information Systems (IS) / Masters Electrical Engineering (Software Development) or similar. Additionally, must have attended any Project Management course such	Ability to demonstrate strong business acumen, technical acumen and less risk on the delivery by the service provider. Stakeholder engagement, sector understanding, technical oversight, IT governance, risk and	≥10 years



Role	Minimum Qualification / Certification	Technical/ Business acumen	Years of experience
	as Project Management Body Of Knowledge (PMBOK) Projects IN Controlled Environments (PRINCE2). Master Project Manager (MPM)	compliance (GRC), fourth industrial revolution (4IR)	
Technical Lead	MTech. IT / MCom: IS / Masters Electrical Engineering (Software Development) or similar. Any certification in 4IR technologies certification (advantageous)	Technical ability and capabilities to lead a software engineering project end to end. Technical capabilities require research and development (R&D) (Applied Research)	≥10 years
Security Specialist	MTech. IT or similar; Certification Information Systems Security Professional (CISSP), any cyber security certifications	Ability to apply security standards. Security capabilities, essential for the delivery of a highly secure application.	≥10 years
Infrastructure Architect / Solutions Architect / Application Architect / Data and Information Architect	BTech. IT or similar, The Open Group Architecture Framework (TOGAF) 9 Certification	Ability to apply and comply with industry standard for enterprise architecture required to ensure sound architecture of the application	≥5 years
Application Developers / Software Engineers / Programmers	BTech. IT (Software Development) / BTech. Electrical Engineering / Bachelor of Science (BSc). Computer Science / BSc. IT or similar	Ability to code and develop systems is essential by the team	≥3 years
Testers / Application Testers / Test Analysts / Performance Testers	National Diploma (ND) IT or / ND: Electrical Engineering or similar; Additionally, International Software Testing Qualifications Board (ISRQB) Certification	Technical ability by Testers to test and quality assure the application is required	≥3 years
User Interface / User Experience (UI / UX) Designer / Graphic Designer	BTech. IT (Software Development) or similar	Ability to integrate market research, application development, strategy, and design to offer intuitive user experiences for applications, products, services, and processes. Ability to visually communicate, while	≥3 years



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Role	Minimum Qualification / Certification	Technical/ Business acumen	Years of experience
		developing visual concepts by means of computer software.	



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Conceptual Architecture Design Specifications for the Arm Scor-Owned Video Conferencing Solution

SUMMARY: THIS DOCUMENT OUTLINES THE CONCEPTUAL ARCHITECTURE DESIGN OF
THE ARMSCOR-OWNED VIDEO CONFERENCING SOLUTION

DATE OF APPROVAL OF THIS ISSUE:

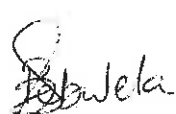


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APPROVAL PAGE


COMPILED BY: TP Mokoena
DESIGNATION: Business Architect
DEPARTMENT: ICT

26/05/2021
DATE


SUPPORTED BY: B Sebolela
DESIGNATION: Data Architect
DEPARTMENT: ICT

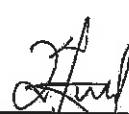
26/05/2021
DATE


SUPPORTED BY: M Nzimande
DESIGNATION: Technology Architect
DEPARTMENT: ICT

26/05/2021
DATE


SUPPORTED BY: N Ntshalintshali
DESIGNATION: Cyber Security Specialist
DEPARTMENT: Cyber Security

26/05/2021
DATE

pp 
RECOMMENDED BY: Dr M Meela
SENIOR MANAGER: ICT SOLUTIONS
DEPARTMENT: ICT

26/05/2021
DATE


APPROVED BY: ARCHITECTURE REVIEW COMMITTEE
(CHAIRPERSON: ARC)

2021/05/27
DATE

Abbreviations and Definitions

Abbreviation/Term	Description
CollabSpace	Alias name for Armscor's document management system, SharePoint
LDAP	Lightweight Directory Access Protocol
MIOS	Minimum Interoperability Standards
VC	Video Conferencing

Index of Architecturally Relevant Documents

Document Name	Document Link
Business Requirements Specification for Armscor-Owned Video Conferencing Solution	http://intranet.net0.ad/sites/ict/eaim/Enterprise%20Architecture/Armscor-Owned%20Video%20Conferencing%20Solution%20-%20Conceptual%20Architecture%20Specifications%20v1.0%2026012021.docx
MINIMUM INTEROPERABILITY STANDARDS (MIOS) FRAMEWORK For Government Information Systems	http://intranet.net0.ad/sites/ict/eaim/EA/Technology%20Architecture/Signed%20-%20MIOS%20V6.0%20Framework.pdf
MIOS CATALOGUE OF STANDARDS	http://intranet.net0.ad/sites/ict/eaim/EA/Technology%20Architecture/Signed%20-%20MIOS%20CATALOGUE%20OF%20STANDARDS.pdf



Document Name	Document Link
ARMSCOR ENTERPRISE ARCHITECTURE STANDARDS	http://intranet.net0.ad/sites/documents/Management%20Documents/A-DOC-5016.pdf#search=EA%20standards

Document Revision History

Version	Date	Comments
v0.01	2020-12-31	First Draft
v0.02	2021-01-20	Second Draft
v1.0	2021-01-26	Final. Updated as per comments received from the ARC meeting.
v1.1	2021-03-15	Added the legal statement regarding the copyright of the VC Solution and updated the encryption protocols
v1.2	2021-05-20	Changed SQL-based database to non-proprietary databases

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1. PROJECT INFORMATION

Arm Scor is currently undergoing a digital transformation journey to align itself with the rapidly changing technological advancements taking place in the business world. Part of this journey towards digital transformation requires the organisation to adapt and adopt newer ways of working facilitated by the latest trends in collaborative technologies. One such technology critical to the financial viability and sustainability of Arm Scor is a video conferencing (VC) solution. This solution is essential for capacitating the organisation to take full advantage of the new normal, the virtual work environment.

2. PROJECT SCOPE

The Arm Scor-owned VC solution's requirement is for the Service Provider to develop the solution for both internal use and interaction with external stakeholders.

The security classification for the solution is Confidential.

The solution must be developed using the open source platforms conforming to open standards. This is to ensure the solution can be supported beyond the development stage, with or without the involvement of the service provider.

2.1 Inclusions

The Service Provider must develop and implement a fully functional, Arm Scor-owned VC solution, with all the functionalities necessary to ensure the solution operates as outlined in the Business Requirements Specifications document.

The service provider is also expected to provide support and maintenance of the solution post implementation. Training of Arm Scor technical users must also be provided during the development of the solution. This is to ensure the solution is handed over properly and Arm Scor is able to support it internally in the long-run.

The Service Provider must agree to assign the Copyright in the VC solution to Arm Scor and to enter into a Copyright Assignment Agreement in this regard. Furthermore the Service Provider must agree that all rights, title and interest in and to the intellectual property whether registrable or non-registrable including but not limited to patents, designs, trademarks, getup, copyright, modifications and improvements relating to the VC solution, that may result or originate from or be developed in execution of this Project, vests exclusively in Arm Scor, and the Service Provider will have no claim of any nature in and to the Intellectual Property.

2.2 Exclusions

The following will be excluded from the scope of the solution;

- Licensing and maintenance of the solution;
- Integration to any other system not mentioned in the scope inclusions.

3. ARCHITECTURAL SUBMISSION

3.1 Business Architecture

3.1.1 Business Strategies and Plans

Developing an in-house, Armscor-owned VC solution, will mitigate risks associated with security, and feature limitations associated with licenses. In turn, this will contribute to the outcomes of Armscor's turnaround strategy on cost reduction.

Below are some of the benefits which are core requirement of having Armscor-owned VC solution:

- Reduction in licence fees, feature limitations and maintenance costs currently imposed on the organisation by using proprietary systems.
- The on-premise deployment will enable full control of company data security; it will also help ensure that the privacy and confidentiality of information are maintained.
- Access to source code for security vetting and management of Armscor Intellectual Property.
- Improved security, end-to-end encryption and scalability within the organisation.
- Facilitate skills transfer and development of internal capacity and expertise to align with corporate objectives.

3.1.2 Business Organisation Design

The solution's final implementation will impact all Armscor business areas and their respective departments.

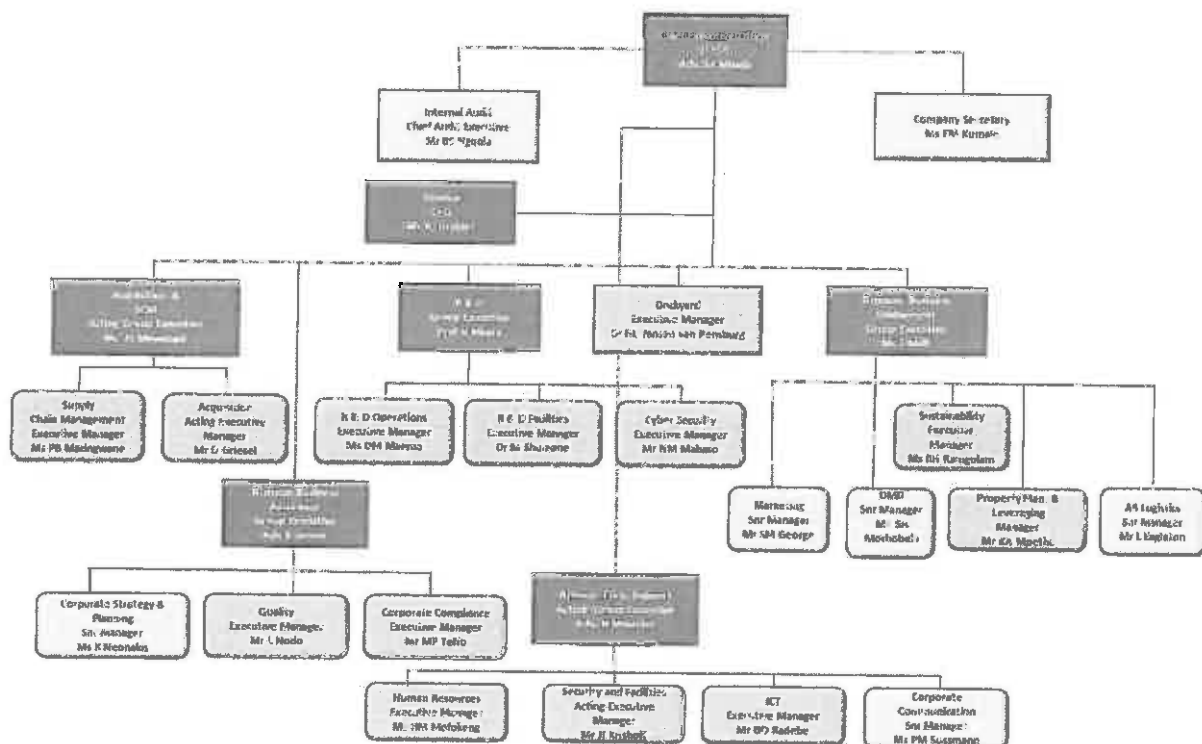


Figure 1: Armscor Organisational structure.

In total, Armscor has a staff complement of more than 1000 employees located in various locations in the Gauteng and Western Cape provinces as per the table below:

Business Unit	Location	No. Of Users (Approx.)
Acquisition and Supply Chain Management (SCM)	Head Office - Pretoria	283
Finance	Head Office - Pretoria	55
ICT	Head Office - Pretoria	51
	IMT – Simons Town	3
	Dockyard – Simons Town	3
Human Resources	Head Office - Pretoria	24
Corporate Communication	Head Office - Pretoria	4
Business Enablement	Head Office - Pretoria	77
Security & Facilities	Head Office - Pretoria	144
Internal Audit	Head Office - Pretoria	10
Business Assurance	Head Office - Pretoria	97
Armscor Dockyard	Dockyard – Simons Town	509
Research & Development	Cyber Security	22
	Management, Finance & Support - Head Office – Pretoria	20
	DDSI Head Office - Pretoria	40
	DST Head Office - Pretoria	15
	TEMANI Head Office - Pretoria	7
	IPMAD Head Office - Pretoria	3
	IMT – Simons Town	65



Business Unit	Location	No. Of Users (Approx.)
	Alkantpan – Prieska	73
	Gerotek – Pretoria West	50
	Protechniq – Centurion	35
	Ergotek - Centurion	18
	Hazmat - Centurion	17

Table 1: Armscor staff complement

3.2 Data Architecture

3.2.1 Data Models

The solution shall include a centralized configurable data dictionary, describing table structure, relationships, and appropriate levels of metadata. All the relevant data models will be identified and defined during the detailed architecture design phase. Alignment between the data models in the current systems and the new system will be ensured.

3.2.2 Object/Application Service Models

To be addressed in the detailed architecture design document.

3.2.3 Information Flow

The information flow is depicted in Figure 2.

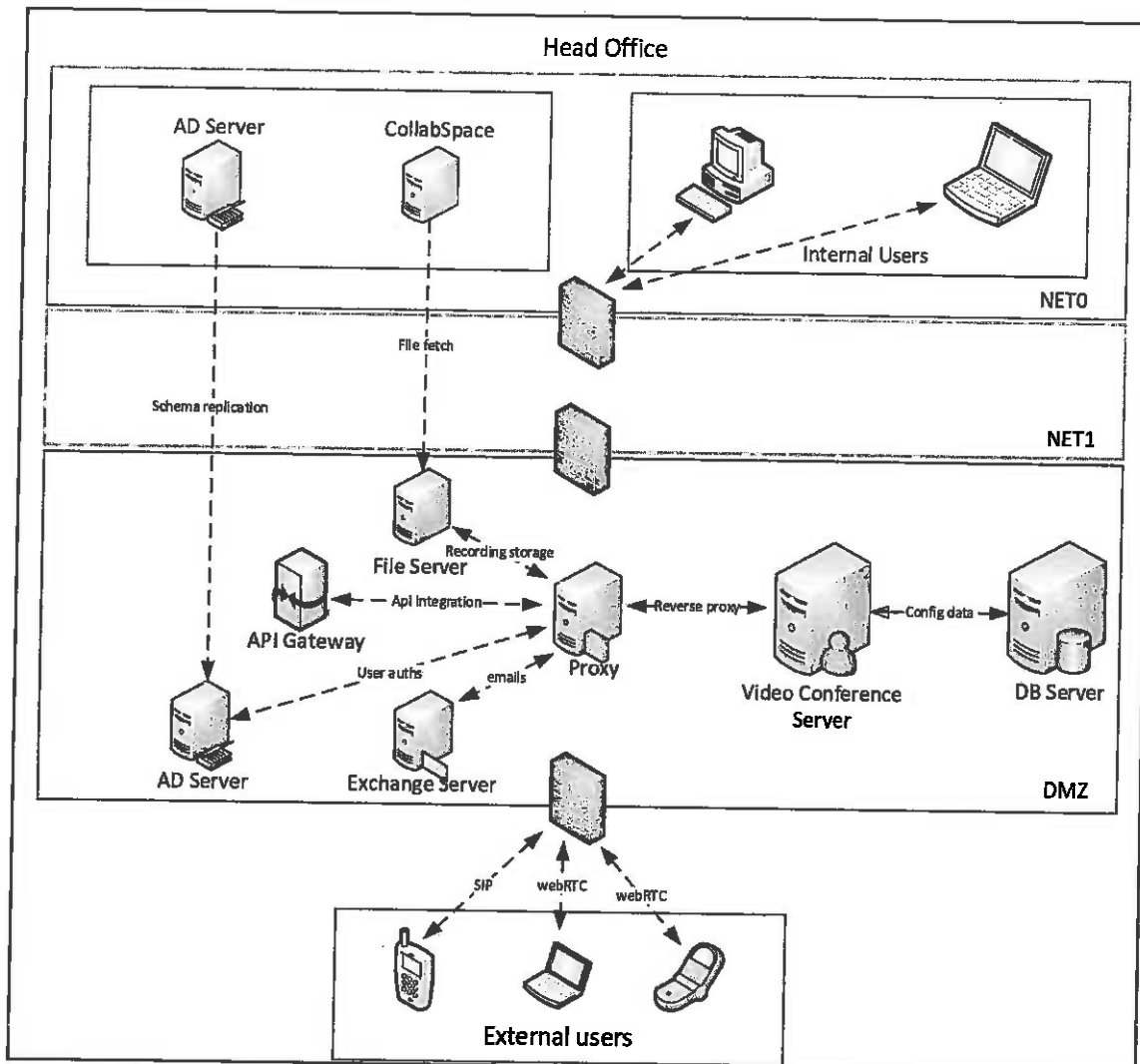


Figure 2: Information Flow

3.2.4 Information Integrity and Custodianship

The VC solution will be owned by Armscor, Research and Development (R&D) department; but it will be managed and maintained by the ICT DevOps division. The division will also be responsible for the management of the underlying infrastructure. The system admin/user will be responsible for entering and configuring users and services on the system. Custodianship of the conference related data will rest with the business owners of the specific content and data stored on the system.

3.2.5 Information Access and Confidentiality

Active Directory or Lightweight Directory Access Protocol (LDAP) services will be used to manage user access to the solution. Once the system is rolled out to the rest of the organisation, user access to the system will be in line with their defined roles and responsibilities within their respective departments. The access roles and rights of users will be defined in the detailed architecture design phase.

3.2.6 Information Related Business Continuity

The solution will be classified in line with current ad hoc tools/processes used within the ICT DevOps division. The following table serves as a guideline for the different system classification levels:

System Importance to Business	Tier 0	Tier 1	Tier 2	Tier 3
Maximum Downtime / RTO	0 Hours	12 Hours	24 Hours	48 Hours
Maximum Data Loss / RPO	0 Hours	12 Hours	24 Hours	48 Hours

Table 2: System criticality classification levels.

Armcor's current, existing and approved business continuity mechanisms will be adopted.

3.3 Application Architecture

3.3.1 Application Functional Decomposition

To support the requirement described in the business requirements document, the proposed solution will have the following key functionality:

Functionality	Description
1. Schedule/ Create a VC meeting	- The solution should be able to create audio-visual conferencing meetings, which also allows registered users to invite external users through a single meeting portal link. - The solution should be able to schedule meetings and dial up the attendees when it is time for the meeting. - There should be a title, description, and pre-generated welcoming message when scheduling a meeting. - The solution should be scalable and able to accommodate multiples sessions simultaneously, including the capability to cater to 1500 concurrent users in a single session while maintaining a stable connection. - Host user to have the ability to invite participant(s) to a meeting that has already started.



Functionality	Description
	• Users should be able to browse through and join a public meeting. • When the time allocated for the meeting has elapsed, the host user should be alerted to either end or extend the session.
2. Allow users to exchange Information	• The solution should allow all users to share their screens, applications, files, and collaborate using a whiteboard. • The solution must enable sending text messages (instant messaging) privately or publicly, during the meeting and outside of a meeting. This ought to come with notifications for direct or general chats. • It should allow users to create workspaces during a meeting and after a meeting.
3. Ability for host user to enable/disable the audio-visuals of the conference	• Host user and attendees can either enable/disable video and audio usage during the meeting.
4. Ability for host user to give participant' host rights.	• The solution should allow admins or host users to give 'host rights' to attendees. • Host users should be able to view other participants' profiles. Users should be able to view, edit their profiles.
5. Allow omni-channel properties	• The client version of it must only be accessible to Armscor employees and their clients. • The solution must be available on either browser or as an application for easy user access. The solution must be the same throughout its channels.
6. Ability to control user accessibility	• The solution must control who is eligible to join a meeting. • It must have a waiting guest approval function. • The solution should have "raise a hand" to request to speak. • The external attendees should not be able to schedule or adjourn meetings. • Users must be able to create polls for voting and approval purposes.
7. Ability to register incidence call logs	• The solution must have back-end call logs to respond to incidences and also perform forensics.

Functionality	Description
8. Ability to integrate with Armscor's infrastructure	The solution should be able to integrate with Armscor's infrastructure in a secure manner. e.g. Sharepoint and mail servers

Table 3: Required High-Level application functionality

3.3.2 Application Development

The system comprises several hardware and software components that make up the complete VC platform. The deployed solution will be an amalgamation of all the individual hardware/software components that function as one fully integrated solution. An in-depth description of all the system's features will be outlined in the detailed architecture design document upon selecting the preferred solution.

3.4 Integration Architecture

The system will have open APIs to allow for integration with various systems as listed below:

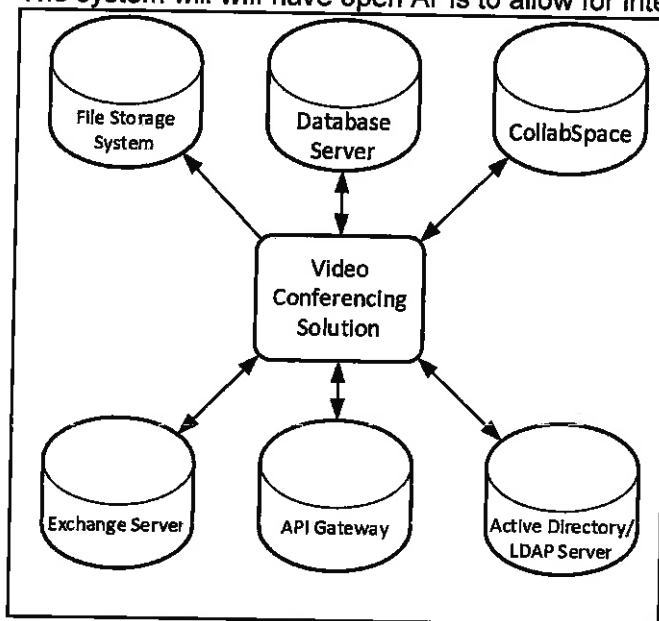


Figure 3: Interface Map

3.5 Technical Architecture

3.5.1 Applied Technologies

The collaborative VC solution is required to conform to the following technologies:

Database	Support non-proprietary databases.
Operating System	Support all of these client operating systems: - Windows 7 or later - Android

	• IOS Support at least one of these server operating systems: • SUSE Linux Enterprise Server 12 (SLES) • Ubuntu 18.04 LTS or later
User Authentication	• Active Directory and LDAP
Reporting	Export content in, at a minimum: • PDF • MS Word compatible formats (DOC, DOCX, RTF, ODF) • HTML (web-based)
Interoperability	The system should be able to interface with various third-party solutions using standard API technologies • Rest, JSON API or XML
Encryption Protocols	Minimum supported is AES-256 and TLS 1.3

3.5.2 Basic Infrastructure

The hardware, software and network infrastructure needed to support the deployment of the solution will be outlined in the detailed architecture design document. However, Figure 4 illustrates a high-level implementation of the proposed solution.

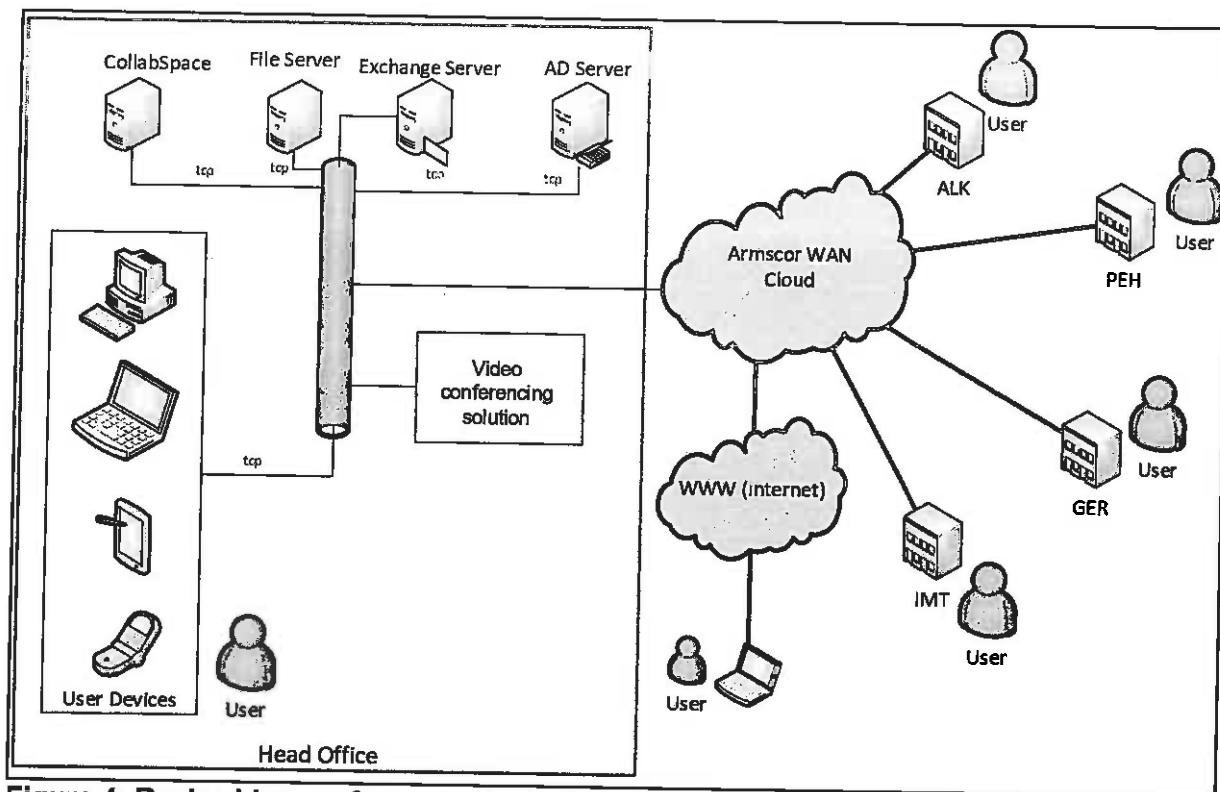


Figure 4: Basic video conferencing technical architecture

3.5.3 Deployment Considerations

The VC solution will be deployed on-premise at Armscor head office in a virtualised server environment running on Microsoft Hyper-V platform. This environment comprises a Processor Area Network (PAN) that utilises a Storage Area Network back-end. The PAN is housed on Cisco Unified Computing System hardware platform. However, consideration may be given to bare-metal deployment to improve its performance. Figure 5 shows the Armscor Metro Ethernet (ME) WAN network layout for all the sites.

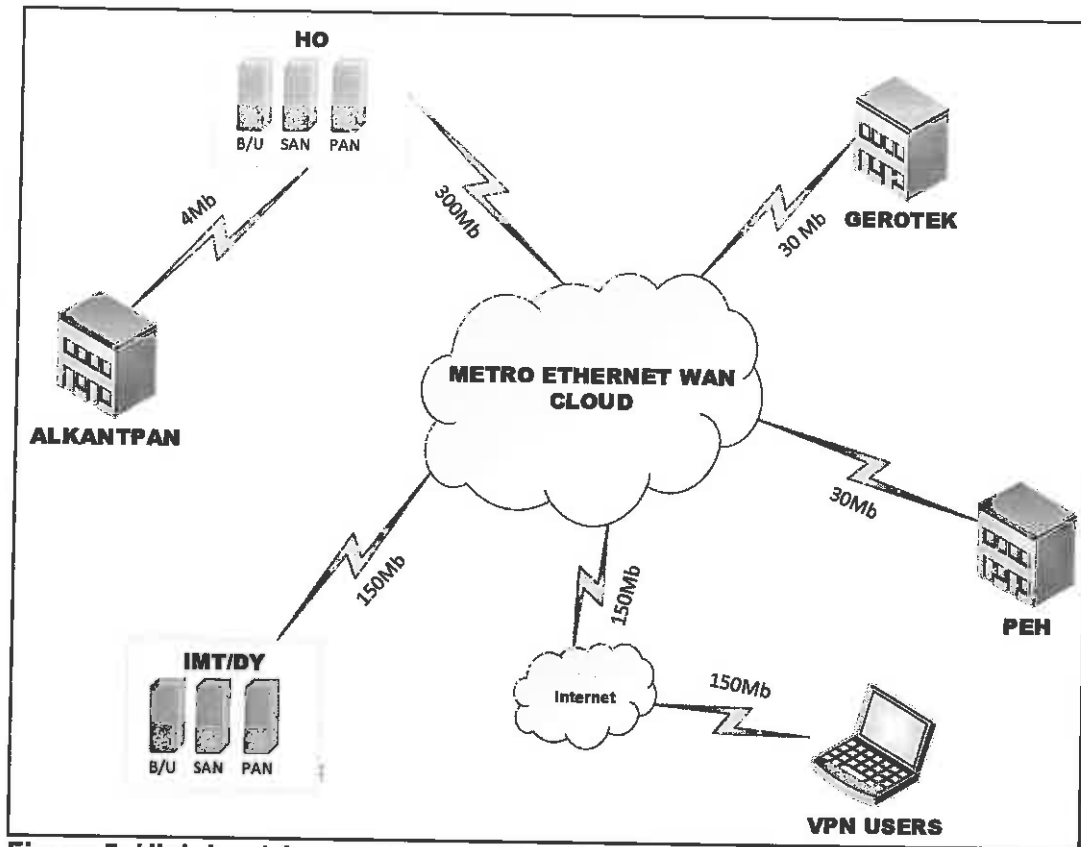


Figure 5: High-level Armscor network topology

3.5.4 Solution Development Environment

The solution development environments shall include:

- Development;
- Testing;
- Production.

Hardware requirements for each environment shall be detailed as part of the response.

3.6 Security Requirements

Security is the ability of a system to protect information and system resources with respect to availability, confidentiality and integrity. The security requirements, including formulation and enforcement of adherence to the agreed security architecture, as defined by Cyber, will be used to define and design the processes and data access controls during the System Delivery Specification and Technical System Design.

The solution will operate in an existing secure environment, but will require in addition, its own internal application security to be controlled by an Application System Administrator. The security capability will be required to conform to the relevant Armscor security policies and practices.

Within the context of the broader Armscor security architecture, the following considerations need to be taken into account:

- There should be a formal user registration and de-registration procedure for granting access to all multi-user information systems, resources and services;
- Message authentication should be used for applications where there is a security requirement to protect the integrity of the message content;
- Department of Defense approved encryption techniques shall be used to transfer Sensitive or Confidential data / information across the networks, or to copy to other media, when Confidentiality and Integrity of the data needs to be assured;
- The transmission of Sensitive and Confidential data should be authenticated by the use of digital signatures whenever possible; and
- Non-repudiation services should be used to resolve disputes about occurrence or non-occurrence of an event or action.
 - Access control at data and functionality level must be according to roles. Partitioning of data access must always be based on a need to know approach. In essence a hierarchical structure where various parties have an organizational and role related access to the system and its data and functionality must be provided along with tools for simple and easy User Administration thereof.
- Audit Trail
 - The design and implementation shall ensure audit trails to trace user access and behavior, also to ensure system integrity through verification.
- The solution should have open and extensible security platform.



- The source code of the solution must be made available as a critical contractual condition for security assessment upfront, that is, from the commencement of software deliverables to the last software artefact before implementation.

ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)

QUESTIONNAIRE

REPLIES

- 1 What is the request for bid number?
- 2 If applicable: Price basis of bid
(if not delivered into store)
- 3 Indicate which of the following applies:
- 3.1 The prices are fixed. ☐
- 3.2 The prices are not fixed (NB: See par 9 of A-Std-0010). ☐
- 4 Is the delivery period (commencement after receipt of order) fixed? Y/N

.....
.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

- 5 Foreign content:
- 5.1 What amount in foreign currency must be remitted overseas?
- 5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....
SA Rand and the date on which this is based? Date
- 6 Statutory costs:
- 6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?
- 6.2 If so, what is the amount payable in respect of
- a) Customs duty?
- b) Ad valorem customs duty?

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

	AMOUNT	% OF TOTAL PRICE
7.1 FOB/FCA cost of item		
7.2 Sea/Air freight		
7.3 Insurance charges		
7.4 Clearance charges		
7.5 Customs duties		
7.6 Ad valorem customs duties		
7.7 Delivery costs from port/airport to your premises		
7.8 Local content (excluding (10.10)		
7.9 Delivery costs from your premises into store		
7.10 Balance (detail to be submitted)		
TOTAL		

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1. MANDATORY B-BBEE REQUIREMENT:

- 1.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 1.2 EMEs are exempted from compliance with the mandatory B-BBEE requirement.

2. COMPULSORY B-BBEE REQUIREMENTS

2.1 Pre-Qualification Criteria

- 2.1.1 Pre-Qualification criteria will be applied to advance certain designated groups with specific bidding conditions that only one or more of the bidders may respond:

- a) Stipulated minimum B-BBEE status level e.g. level 4
- b) EMEs or QSEs
- c) Sub-contract a minimum 30% of the value of the contract to one or more:
 - (i) At least 51% black owned EMEs or QSEs
 - (ii) At least 51% black youth owned EMEs or QSEs
 - (iii) At least 51% black women owned EMEs or QSEs
 - (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
 - (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
 - (vi) At least 51% black owned EMEs or QSEs by military veterans
 - (vii) EMEs or QSEs

2.2 Sub-Contracting

- a) For a contract above R30 000 000 (million), Armscor may apply subcontracting to advance designated groups.
- b) The successful bidder must subcontract 30% of the contract value to one or more of the following:
 - (i) At least 51% black owned EMEs or QSEs
 - (ii) At least 51% black youth owned EMEs or QSEs
 - (iii) At least 51% black women owned EMEs or QSEs
 - (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
 - (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
 - (vi) At least 51% black owned cooperatives
 - (vii) At least 51% black owned EMEs or QSEs by military veterans
 - (viii) EMEs or QSEs

NB: Failure by the bidder to comply with the B-BBEE Mandatory and Compulsory Requirements as stated herein above will lead to disqualification.

3. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 3.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.
- 3.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 3.3 Preference points for this bid shall be awarded for:

PRICE	80
B-BBEE STATUS	20
Total points for Price and B-BBEE must not exceed	100

- 3.4 **Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.**

4. ALLOCATION OF B-BBEE POINTS

- 4.1 The B-BBEE points are to be claimed and allocated according to the table below for acquisition of services, works or goods with a value of up to R50 000 000, 00 and must be substantiated by means of a valid proof of B-BBEE.

B-BBEE status level	Points Allocated
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant	0

- 4.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

5. PRINCIPLES**5.1 Valid proof of B-BBEE status is either of the following:****5.1.1 A B-BBEE Sworn Affidavit fully completed and**

- 5.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths
- 5.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 5.1.1.3 Commissioner of Oaths credentials and signature are reflected.

5.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency**5.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.****5.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.****5.2 Sub-Contracting****5.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.****5.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.**

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover (As at the latest financial year end)	R	Starting (Day, Month, Year)	Ending (Day, Month, Year)

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE : Date:

Name in block letters :

Capacity :

DECLARATION OF INTEREST

1. Any legal person, including persons employed by Armscor or the State, or persons who act on behalf of Armscor or the State or person having a kinship with persons employed by Armscor or the State, including a blood relationship, may make an bid or bids in terms of this invitation. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Armscor or the State, or to person who acts on behalf of Armscor or the State, or to persons connected with or related to them, it is required that the bidder or his authorized representative signing the KD17 document shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest, where-
 - the bidder is employed by Armscor or the State or acts on behalf of Armscor or the State; and/or
 - the legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bidder(s), or where it is known that such a relationship exists between the person of persons for or on whose behalf the declarant acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

* Delete whichever is not applicable

2. Are you or any person connected with the bidder directly or indirectly, (i.e. connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues) employed by Armscor or the State?

*YES / NO

2.1. If yes, state particulars.

.....

.....

.....

.....

3. Do you, or any person connected by kinship or marriage or associated in an enterprise, business, partnership or as colleagues with the bidder, directly or indirectly have any relationship or association (family, friend, other) with a person employed in the Department of Defence or South African Police Service, Correctional Service or Armscor, and who may be involved with the evaluation or adjudication of this bid.

*YES / NO

3.1. If yes, state particulars.

.....

.....

4. Are you, or any person connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the Department of Defence, South African Police Service, Correctional Service or Armscor, who may be involved with the evaluation or adjudication of this bid?

*YES / NO

4.1. If yes, state particulars.

.....

.....
Signature of Declarant

.....
Bid number

.....
Date

.....
Position of Declarant
(See Paragraph 1)

.....
Name of Company or Bidder

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (if Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less

• Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature _____
Date _____	Date _____

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths Credentials and Signature	Deponent
	Signature
Date	Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :							
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		Mr. A.L Mmbengwa		CONTACT PERSON		Mr. A.L Mmbengwa	
TELEPHONE NUMBER		012 428 3610		TELEPHONE NUMBER		012 428 3610	
FACSIMILE NUMBER		N/A		FACSIMILE NUMBER		N/A	
E-MAIL ADDRESS		scmbids@armscor.co.za		E-MAIL ADDRESS		scmbids@armscor.co.za	
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE		NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?						☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

ANNEXURE 1 TO KD25

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

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**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or "IP") means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- ☐ The document itself is not IP
- ☐ The contents of a document represent IP
- ☐ The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Background IP" belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

"Historic IP" is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 "Armscor General Conditions of Contract".

"Foreground IP" is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 "Armscor General Conditions of Contract".

"Shared" or "Jointly Owned" or "Co-owned" IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armscor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armscor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armscor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to proper manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- "Background IP" provides a form to capture all background IP information
- "Historic IP" provides a form to capture all historic IP information.
- "Foreground IP" provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 _____

2 _____

SIGNATURES OF BIDDER(S)

DATE: _____

ADDRESS:

